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MASON TRANSIT AUTHORITY

The attached minutes of the Mason Transit Authority regular meeting held on the 20th day of June, 2023 were approved by the Mason Transit Authority Board, by motion, on this 18th day of July, 2023.

DocuSigned by:
John Campbell
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John Campbell, Chair

DocuSigned by:
Eric Onisko
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Eric Onisko, Vice Chair

DocuSigned by:
Cyndy Brehmeyer
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Cyndy Brehmeyer, Authority Member

DocuSigned by:
Wes Martin
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Wes Martin, Authority Member

DocuSigned by:
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Randy Neatherlin, Authority Member

DocuSigned by:
John Sheridan
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John Sheridan, Authority Member

DocuSigned by:
Kevin Shutty
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Kevin Shutty, Authority Member

DocuSigned by:
Sandy Tarzwell
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Sandy Tarzwell, Authority Member

DocuSigned by:
Sharon Trask
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Sharon Trask, Authority Member

ATTEST: DocuSigned by:
Tracy Becht
[illegible]
Tracy Becht, Clerk of the Board
DATE: 8/1/2023

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Mason Transit Authority
Minutes of the Regular Board Meeting
June 20, 2023
Virtually and at
Mason Transit Authority's
Transit-Community Center Conference Room
601 West Franklin Street
Shelton

OPENING PROTOCOL

1. **CALL TO ORDER:** 4:02 p.m.

2. **ROLL CALL AND DETERMINATION OF QUORUM**
   Authority Voting Board Members Present at T-CC: Eric Onisko, Vice Chair, and Randy Neatherlin.

   Authority Voting Board Members Present via WebEx: Wes Martin, Kevin Shutty and Sharon Trask. **Quorum met**.

   Authority Voting Board Members Not Present: John Campbell, Chair; Cyndy Brehmeyer, John Sheridan and Sandy Tarzwell.

   Authority Non-voting Board Member Present via WebEx: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

   Citizen Advisor to the Board Present at T-CC: John Piety

   MTA Staff present at T-CC: Amy Asher, General Manager; Jason Rowe, Operations Manager; Paul Bolte, Facilities and Fleet Maintenance Manager; Tyler Hildebrandt, Technical Support Analyst; and Tracy Becht, Clerk of the Authority Board.

   Others Present at T-CC: Robert Johnson, Legal Counsel; Mark Cook, MTA driver and Gene Lanman, recently retired MTA driver.

3. **PUBLIC COMMENT** – There was no comment from the members of the public in attendance at the T-CC. There were no members of the public attending via WebEx.

4. **APPROVAL OF AGENDA**

   Moved that the agenda for the June 20, 2023 Mason Transit Authority (MTA) regular board meeting be approved. **Neatherlin/Shutty. Motion carried.**

5. **CONSENT AGENDA**

   Moved to approve Consent Agenda items A through D as follows:
   A. May 16, 2023 MTA regular Board meeting minutes.
   B. Payments of May 13 through June 14, 2023 financial obligations on checks#37499 through 37622, as presented for a total of $752,877.44.

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C. Approve Resolution No. 2023-07 that approves the First Amendment to the CRRSAA Act Operating Grant Agreement PTD0235 and authorizes the General Manager to sign that Agreement.
D. MTA Board approves the Citizen Adviser to the Board to serve on the MTA Finance Committee.

Trask/Shutty. Motion carried.

6. **CLOSED SESSION**. The Vice Chair stated that the Board was moving into Closed Session at 4:04 PM and that it was expected to last for 30 minutes. *(Board Chair Campbell entered the Closed Session at 4:11 pm)*

RESUME OPEN SESSION. The Vice Chair stated that the meeting was moving back into open session and announced the time to be 4:27 pm.

7. **ACTION ITEMS –NEW BUSINESS**

A. **Union Contract for Drivers.** Moved that the Mason Transit Authority Board approve the agreement for the drivers between Mason Transit Authority and the International Association of Machinists and Aerospace Workers District Lodge 160 for the period June 1, 2023 to May 31, 2026 (the "Agreement") and approve Resolution No. 2023-08 authorizing the General Manager to sign the Agreement. **Neatherlin/Campbell. Motion carried.**

B. **First View of Transit Development Plan (TDP)**. Amy Asher, General Manager, spoke of the statutory requirements relating to the annual preparation of a transit development plan and the deadline to submit it to WSDOT by September 1. Ms. Asher also described the purpose of the TDP and indicated that it includes the capital operating plan and that WSDOT grants are coming in with more funding available. Once the TDP is approved, copies will be distributed to the Transportation Improvement Board, the City of Shelton, Mason County and the Peninsula Regional Transportation Planning Organization. Ms. Asher also indicated that financial components of the plan are still under development and will be included in an updated version of the TDP at the July meeting. As a part of the July meeting, there will be a public hearing for receiving any comments on the TDP.

8. **STAFF REPORTS:**

Amy Asher, Finance: Ms. Asher shared that MTA saw a 5% decrease in sales tax returns compared to March 2022. Staff will continue to monitor in the event this becomes a trend. From the Capital Budget list, namely the Sanitary Sewer Connection project (to be funded by regional mobility grant proceeds through June 30), will begin June 22 and should be finished not later than 30 days from start date.

Jason Rowe, Operations Manager: Mr. Rowe shared that there was a 23.8% total increase in ridership in the last month. Much of the increase is attributable to school ridership and youth. Since school is now ending, staff anticipates that the ridership numbers may steadily continue at the same level due to special transportation needs within

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Mason County. Additionally, schools have reached out to continue with the same programs next year.

Paul Bolte, Facilities & Fleet Maintenance Manager: Mr. Bolte shared that the team continues to be busy. MTA has hired a new Facilities technician that will begin on July 5.

Amy Asher, General Manager: The mechanic position is still open and they are hoping to interview the first round of candidates next week. MTA has a new Administrative Assistant, Haddon Wulf. He is helping Jenna with Accounts Payable. Haddon is the son of one of MTA's drivers. Wall of Fame honorees for 2023 will be Trina Gwerder and Amy Asher as selected by the Employee Engagement Committee. Citizen Advisor to the Board, John Piety, will be attending the State Conference in August. There is still room in the budget for one additional Board member if any Board members wish to attend.

9. COMMENTS BY BOARD:

- Board Chair John Campbell indicated he was pleased that the General Manager was nominated in the Wall of Fame award.
- Board member Martin echoed the same as the Board Chair. He also asked what the septic tank cost and how long we have used it. Ms. Asher indicated that MTA began to use the septic tank in May, 2022.

Moved that the meeting be adjourned.

10. ADJOURNED: 4:41 PM

UPCOMING MEETING

BOARD MEETING

Mason Transit Authority
Regular Meeting
July 18, 2023 at 4:00 PM
On-line via WebEx and in person at the
Mason Transit Authority
Transit-Community Center Conference Room
601 West Franklin Street
Shelton

No regular meeting was scheduled for August